

# Payroll Direct Deposit Authorization Form

I authorize you and the Financial Institution named below to automatically deposit my net pay to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Type of Account:

Checking

Savings

Financial Institution

Name

Street Address

Social Security Number

City

State

ZIP

Signature

Date

**DO NOT send deposit tickets**

**For Checking Accounts** – Staple a Voided Check Here

**For Savings Accounts** – We need a form from your bank listing their routing number and your account number

**For Cash/Debit Cards** – We need a copy of the front and back of the card

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## Return completed form to the Fiscal Department

With Direct Deposit, your pay is automatically deposited into your checking or savings account each payday. Also, deposits can be made to any bank in the United States. There are no checks to deposit, no lines to wait in. Your money is ready and waiting for you on payday. Direct Deposit is the convenient, reliable way to get paid.

**To enroll in the Direct Deposit Program, just complete the above authorization form.**

- 1. Check the box indicating where you want your pay deposited to your checking or savings account.**
- 2. Fill in your account information.**
- 3. Sign and date the form.**
- 4. Attach the appropriate documentation for verification of your account information.**
- 5. Return the form to the Fiscal Department.**

After your account information has been verified, Direct Deposit will begin. On payday, you will receive an earnings statement showing your gross pay, tax, other deductions, and net amount of your deposit. Your pay will already be in your account and available to you.